



Training Notice

Loan/Grant Administration Training

from Ecology's Water Quality Program

Training will be held on the following dates:

April 19, 2005

Pierce County Library
Administrative Service Center
(Rooms A, B, & C)
3005 112th Street East
Tacoma

April 21, 2005

Best Western Lake Inn
& Conference Center
Surf Room
3000 Marina Drive
Moses Lake

WHEN AND WHERE:

(Driving directions on the back)

- Tuesday, April 19, 2005 – Tacoma, WA
Pierce County Library Administrative Service Center
Rooms A, B, & C
3005 112th Street East
- Thursday, April 21, 2005 – Moses Lake, WA
Best Western Lake Inn & Conference Center
Surf Room
3000 Marina Drive

TIME:

- Starting at 9:30 a.m. and ending at approximately 3:00 p.m.

FOR WHOM:

- Financial and technical staff for new and existing loan and grant projects.

PURPOSE:

- To provide information to new and existing loan and grant recipients on how to successfully meet the Department of Ecology Water Quality Program's grant and loan project requirements, and to update recipients on changes to the program.

COST:

- There is no fee, but you are encouraged to register in advance to reserve space and get your materials for the meeting. *Seating may be limited.*

WORKSHOP AGENDA:

- What's new?
- Project administration/management
- Grant and loan agreements
- Eligible project costs
- Grant match
- Payment processing

Light refreshments will be served in the morning.

TO RESERVE SPACE:

- To reserve space and receive training session materials, please contact Aleceia Tilley at atil461@ecy.wa.gov or 360-407-6429.

FOR FURTHER INFORMATION:

- Contact your financial manager, identified in the cover letter enclosed with this announcement.

Please share this announcement with your colleagues.

March 2005

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Original printed on recycled paper

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Directions to the Pierce County Library Administrative Service Center

- **From I-5** (Directions are the same for north and south bound): Take exit 127 (Highway 512) toward Puyallup/Mt. Rainier; take the Portland Avenue exit toward Midland; turn right onto Portland Avenue E; turn left onto 112th St. E. The building will be on your left.

Directions to the Best Western Lake Inn and Conference Center

- **Directions heading West on I-90:** Take Exit 176 (Highway 171) toward Moses Lake; turn right onto W. Broadway Avenue (Highway 171); turn left and turn left again onto W. Marina Drive.
- **Directions heading East on I-90:** Take Exit 176 (Highway 171) toward Moses Lake; turn left onto W. Broadway Avenue (Highway 171); turn left and turn left again onto W. Marina Drive.

If you need this information in an alternate format, please contact us at 360-407-6502. If you are a person with a speech or hearing impairment, call 711 or 800-833-6388 for TTY.